

APPLICATION FOR RECORDS DISPOSITION STANDARD

marta

INSTRUCTIONS: Prepare in duplicate and forward to the Records Management Analyst, Management Systems Division

3. Dept., Division, Subdivision & Administering Office Address Marta Department Of Finance And Administration Division Of General Services 1300 Equitable Bldg. 100 Peachtree Street, N.W. Atlanta, Georgia 30303			FOR RECORDS MANAGEMENT DIVISION USE Date Received Application No. Date Completed MAR 8 1976 76-79 MAR 15 1976			
4. Person to Contact Mildred Smith		5. Working Title File Clerk		6. Telephone No. 586-5081		
7. ACTION REQUESTED <div style="display: flex; justify-content: space-between;"> <div> <input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE. </div> <div> <input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATIONS; NO FURTHER ACCUMULATION ANTICIPATED. </div> </div>						
8. Earliest & Latest Dates of Series 1975 to Present		9. Exact Series Title Printing Request And Specification Files				
10. What is the function of the office in which this record series is created? See Attached						
11. This file contains the following documents (include form numbers and titles, if any, and file arrangement): Documents relating to: Request for Printing Services Included are: Includes the printing request form only File is arranged: by date of request						
ATTACH SAMPLES OF THE FILE						
12. Equipment Occupied Letter-size File Drawers Legal-size File Drawers		No. of Drawers 1	Cu. Ft. of Records 1 1/2	Annual Rate of Accumulation 2 3		
Floor Space Occupied (Square Feet)		In Office(s) In Storage Area(s)		This Year's Last Year's Preceding Year's All Prior Year's		
AVERAGE DAILY REFERENCES		1 0 0 0				

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. ☒ ☐ Is this the Record Copy of the series?

14. ☐ ☒ Is there a duplication of this series in another office or agency?

15. ☐ ☒ Is the information contained in this series ever summarized or published? Attach copy.

16. ☐ ☒ Does the series contain classified information requiring security handling?

17. ☐ ☒ Does the series initiate, amend or terminate agency policies and procedures?

18. ☒ ☐ Could the function be performed if the files were lost or destroyed?

19. ☐ ☒ Is the series (or major portion of it) regularly microfilmed? If yes, why?

20. ☐ ☒ Does the record series provide data as input to an EDP file?

21. ☐ ☒ Does the record series contain documentation produced as EDP printout?

22. ☐ ☒ Has the Federal Government issued instructions governing retention/disposition of these files?

23. ☐ ☒ Will there be a need for these records 10, 15 years from now? If yes, what?

24. REQUIREMENTS. The following requires the files to be kept 1 years:

a. ☐ STATE LAW b. ☐ STATUTE OF LIMITATION c. ☐ AUDIT PERIOD d. ☐ FEDERAL LAW e. ☒ ADMINISTRATIVE DECISION f. ☐ HISTORICAL VALUE
(Cite Law, Statute, or other reason for the retention requirement)

25. AGENCY RECOMMENDATIONS: This agency recommends that the file series be cut off at the end of each

☐ CALENDAR YEAR ☐ FISCAL YEAR ☒ Other ~~6 Month Period~~

at end of each December and June; then

☒ Hold in the current files area 1 month(s)/ 1 year(s):

☐ Transfer to ☐ State Records Center ☐ Local Holding Area; hold 1 year(s):

☒ Destroy.

☐ Transfer to Archives for permanent retention.

☐ Destroy immediately after cut-off.

☐ Other: (Specify)

(Indicate briefly rationale for recommendations above/or write additional remarks):

26. APPROVALS

Approved <u>James L. Kingrey</u> Department Records Management Officer. Date <u>2/10/76</u>	Approved <u>Wayne P. Ginder</u> Legal Counsel Date <u>3-2-76</u>
Approved <u>W. H. M. M. M.</u> Division Head / Designee Date <u>2/10/76</u>	Approved <u>William V. Karsick</u> Division of Audit Date <u>3-3-76</u>
Approved <u>Robert C. D. M.</u> Department Head / Designee Date <u>2/24/76</u>	Approved <u>MARTA Management Advisory Committee</u> Date
Approved <u>Douglas M. Hare</u> Records Management Analyst Date <u>2-10-76</u>	Approved <u>Carroll Hart</u> Department of Archives and History Date <u>3-15-76</u>

DIVISION OF GENERAL SERVICES

Functions and Responsibilities

The Division of General Services is responsible for providing office and specified supportive services to Authority staff. These services include the acquisition, management and maintenance of office and storage space for non-DTO facilities; issuance, maintenance, and storage of office furniture, equipment and supplies; provision of centralized telephone, printing, mail and messenger services; administration and management of the central office motor and bus pass pools; preparations for meetings; maintenance and management of employee coffee service and petty cash fund and the provision of a travel reservationist. Also this division provides receptionists, meeting support, janitorial services and audio-visual equipment for the Equitable Building.

Approved by:

Alan F. Kiepper
General Manager

Date:

12-18-74